

9 FAM PART IV Appendix K, 200 MANAGEMENT

(TL-VISA-276; 05-09-2001)

9 FAM 201 Senior Management Control

(TL-VISA-119; 7-3-95)

It is essential that chiefs of mission and principal officers assume responsibility for the implementation and supervision of visa referral systems at posts. In many countries nonimmigrant visas are a highly valued commodity. Access to the visa section is often an important tool of the trade for many sections of an overseas mission. If laxity and non-compliance with established guidelines occur, however, abuse, fraud, and malfeasance will invariably find their way into even the most well conceived system. Therefore, senior management responsibility for the integrity of the referral system is vital.

9 FAM 202 Written Policy

(TL-VISA-276; 05-09-2001)

It is senior management's responsibility, in conjunction with the consular section, to develop a formal written visa referral policy and system. The policy should be tailored to the individual and special circumstances of each mission, but all systems should provide for an accountable system for visa referrals. This must include:

- (1) A clear written policy statement from senior management to all mission elements designated eligible to participate in the referral system which includes a description of the sanctions that will be applied in case of abuse [see *9 FAM PART IV Appendix K, 305*];
- (2) A special form or forms used for referrals;
- (3) Senior consular responsibility for processing visa referral cases;
and,
- (4) An internal control and monitoring system.

9 FAM 203 Clear Policy

(TL-VISA-162; 2-24-97)

When judiciously controlled, the visa referral system is of assistance to both the referring and the visa officers. If the referral system is abused, however, it may become a point of professional conflict and disagreement among mission officers. This can be avoided by a clearly defined, well-understood, and uniformly administered referral system. All posts must insure that the referral system is known to all officers. The written policy statement should be furnished to all new personnel, and it should be clearly covered in the consular portion of any orientation program for new personnel.